

[Your Full Name]

[Your Phone Number]

[Your Email Address]

[LinkedIn Profile / Portfolio Link]

[Date]

[Hiring Manager Name]

[Company Name]

[Company Address]

Dear [Hiring Manager Name or "Hiring Team"],

I am writing to express my enthusiastic interest in the **Entry Level Data Analyst** position at [Company Name]. Having built a successful career in [Previous Industry/Field], I am now pivoting into data analytics, bringing a unique blend of [Transferable Skill 1] and [Transferable Skill 2] combined with technical proficiency in SQL, Python, and Tableau.

During my time as a [Previous Job Title], I consistently utilized data to [mention a specific achievement or problem solved]. This experience sparked my passion for using quantitative methods to drive business decisions. To formalize this transition, I recently completed [Certification/Bootcamp/Degree], where I developed hands-on experience in:

- **Data Cleaning & Transformation:** Utilizing [Tool] to process complex datasets.
- **Statistical Analysis:** Identifying trends to improve [Business Metric].
- **Data Visualization:** Creating interactive dashboards to communicate insights to stakeholders.

What draws me to [Company Name] specifically is your commitment to [mention a company value, project, or industry reputation]. I am eager to apply my analytical mindset and my background in [Previous Field] to help your team uncover actionable insights and optimize performance.

Thank you for your time and consideration. I look forward to the possibility of discussing how my diverse background and technical skills can contribute to the success of your analytics department.

Sincerely,

[Your Full Name]